



FRANKLIN COUNTY PURCHASING DEPARTMENT
373 South High Street, 25th Floor
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Sr. Purchasing Coordinator (Bargaining Unit) **PCN:** 021007

REPORTS TO: Purchasing Supervisor **PG:** A12

RESPONSIBILITIES: Under general supervision of the Purchasing Supervisor, performs the full range of procurement functions from requirement development through contract administration. Receive and review requisitions from assigned customer agencies and assigned commodities for the purchase of supplies, equipment and services. Evaluate requirements included in requisitions to ensure appropriate vendor response and competition among vendors. Communicate with vendors/customers and assigned commodities before implementing revisions.

Prepare invitation to Bid (ITB) using specifications, knowledge of industry trends, state and county regulations to maximize changes for effective award. Design ITB with appropriate contract language to allow for logical evaluation of completing bids and for post-award contract enforcement. Select vendors or other inquiries. Prepare addenda/amendments for supervisor approval, as required. Prepare bid openings, review bids received to determine lowest overall cost and compliance with ITB specifications, applicable state and county regulations to select the lowest and best bidder. Prepare cost and price analysis. Oversee the vendors responsibility for determinations. Recommend selection to supervisor and supported agencies. Responsible for handling and securing bid and performance bonds and certificates of insurance related to contracts.

MINIMUM QUALIFICATIONS: Associates degree with five years of purchasing or related experience; or any equivalent combination of training and experience.

Preferred Qualifications: Desire completion of undergraduate degree in public or business administration, purchasing, materials management, contracting acquisition management, logistics or other related field. Prefer 4 years experience in a purchasing/procurement position with contract administration and completion of program coursework for Associates Degree or 6 courses in purchasing/procurement (e.g., Introduction to Purchasing, Intermediate Purchasing, Contract Management, Production & Inventory Control, Procurement & Materials Management, Concepts of Purchasing or similar course offering basic elements used in purchasing/procurement; records, budgets, buyer training, vendor/buyer relationships); and one course in public relations or 6 months experience.

STARTING SALARY: \$18.90 hour, plus a comprehensive benefits package.
120 Day Probationary Period

DATE POSTED: Thursday, September 6, 2012

DEADLINE TO APPLY: Until Filled

If interested, please go to www.franklincountyohio.gov/commissioners/hr apply on-line

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